

DD / S REGISTRY  
FILE *Training*

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Executive Officer to the DD/S

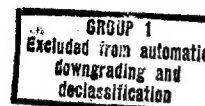
SUBJECT : Introduction to Intelligence and Introduction to  
Communism Courses (Intelligence Orientation)

25X1 1. The Deputy Director for Support recently announced that many professionals entering on duty were not attending the subject courses as required by HR [ ] The Director of Communications, in subsequently discussing the matter, stated that some of his people, after 27 weeks specialty training, not only found it difficult to attend an additional month of training — two weeks for each course — but they did not as Technicians need most of the material given. In the past, this was recognized and on three or four occasions the courses were reduced to one week and given [ ]

25X1 2. The defining of what is a professional is rather difficult at some grade levels but with the use of job knowledge Offices can and should send the professional to the regular courses. In making an analysis, others who are not true professionals and those who have no need for such course material could be eliminated from attendance. The third type parallels that described by the Director of Communications. That is, the person who, for basic knowledge and for motivation, needs the material that has been and could be presented in an abbreviated course.

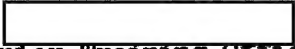
3. I have discussed the need for the abbreviated course with the Chief of the Intelligence School and the Chief of the School of International Communism in the Office of Training and both men believe that such a course for the "semi-professional" is highly desirable. They do, however, need some basic statistics such as how many of these semi-professional type employees enter on duty annually and the approximate time of entry on duty. Although information of this type may be rather difficult to provide, an estimate of the numbers is necessary so that the Office of Training can plan how many abbreviated courses could be given to replace the regular courses in a particular year, and when they should be scheduled.

SECRET



4. If you will send me this information, stating the numbers of people such as Technicians and other semi-professionals you desire to send to such a course, I will be able to discuss the matter more fully with the Office of Training and perhaps assist both that Office and your Office in a saving exercise.

(SIGNED)

  
Senior Training Officer  
Deputy Director for Support

25X1

SA-DD/S:RBJH/ms (18 Feb 65)

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